



## Administrative Policies and Procedures: 12.10

<b>Subject:</b>	<b>Transfers Between DCS-Operated Facilities</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106, 37-1-134 (h) and (j).
<b>Standards:</b>	ACA 3-JTS-5B-09, ACA 3-JCRF-5B-10, ACA 3-JTS-3D-07, DCS Practice Model Standards 5-301A, 5-303B, 5-304B, 8-306
<b>Application:</b>	All DCS Facilities Staff

### Policy Statement:

The transfer of youth between DCS-operated facilities will be for the purpose of meeting stated or identified treatment needs within the continuum of available services. The transfer process will include youth rights to due process and appeal. Emergency administrative transfer of youth between youth development centers shall be allowed for the immediate health, safety, or security of the facility and/or youth.

### Purpose:

To provide for a smooth transition of a youth from one DCS-operated facility to another one, after a staffing or Child and Family Team Meeting has determined that such program change would be in the best interest of the youth considering all available information relating to the individual concerned.

### Procedures:

<b>A. Reasons for Transfers</b>	<ol style="list-style-type: none"><li>1. A youth may be transferred between DCS-operated facilities if, within the context of a Child and Family Team Meeting, it is determined that a transfer to another program can more suitably meet the youth's treatment needs, educational needs, or vocational needs.</li><li>2. Emergency transfers for the safety of the youth, other youth, or the security of the facility must originate with a facility treatment team meeting. Both the sending and receiving facility superintendent must approve an emergency transfer.</li><li>3. The YDC superintendent shall determine the need to transfer a youth for administrative purposes, based on the recommendation of appropriate staff. The emergency circumstances for such a transfer relate to immediate serious physical safety and health reasons. If the transferring superintendent deems the transfer appropriate, he or she must contact the superintendent of the receiving facility to explain the reason for transfer and to obtain concurrence. If, for any reason, the superintendents do not concur, then the Executive Director of Juvenile Justice must resolve the matter.</li><li>4. <b>Exception:</b> Youth with a diagnosis of mental retardation will not be placed at</li></ol>
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	Taft Youth Development Center.
<b>B. Notifications</b>	<ol style="list-style-type: none"> <li>1. The sending facility shall send a copy of form <b>CS-0309, Notification of Program Transfer</b>, to the youth's committing Court, and shall retain a copy of <b>CS-0309</b> in the youth's case file.</li> <li>2. If unable to attend a Child and Family Team meeting, the parents and the home county case manager must be notified of the decision to transfer the youth, and must be sent a copy of form <b>CS-0309, Notification of Program Transfer</b>.</li> <li>3. In the event of an Emergency/Administrative transfer, the sending facility team, receiving facility team, home county case manager, and parent(s) will convene via telemed or conference call within five days of the transfer to hold a CFTM. The purpose of this meeting is to formalize the child's change in placement, and address the treatment needs of the child. The receiving facility will be responsible for documentation of this meeting.</li> <li>4. If the youth has any type of child welfare benefits case, e.g., Title IV-E, Foster Care, TennCare, etc., or may be eligible for benefits, the home county case manager must report the change in facility to the appropriate child welfare benefits counselor by using form <b>CS-0476, Notification of Change of Circumstances</b>.</li> <li>5. <b>Population Count:</b> A youth transferring to another DCS YDC must be deleted from the facility's assigned population count. Transfer of this information is the responsibility of the sending facility.</li> </ol>
<b>C. Transfer of Records</b>	<ol style="list-style-type: none"> <li>1. The youth's case file including the current commitment order and all necessary supporting documentation must accompany the youth to the receiving DCS facility. (See DCS policy <a href="#">9.8, Transfer of Youth Case Files Between DCS Youth Development Centers and Group Homes</a>)</li> <li>2. The superintendent of the sending facility must ensure that written justification for the youth's transfer is prepared and forwarded to the receiving facility with the youth's case file. A copy of the written justification must also be forwarded to the Director of Treatment Services.</li> </ol>
<b>D. TNKids Documentation</b>	All significant information related to the transfer and placement decisions will be documented in TN Kids.
<b>E. Due Process Safeguards</b>	The facility will provide due process safeguards to youth prior to or immediately after transfer depending on the severity of the situation.

<b>Forms:</b>	<a href="#"><u>CS-0309 - Notification of Program Transfer</u></a> <a href="#"><u>CS-0476 - Notification of Change of Circumstances</u></a>
<b>Collateral Documents:</b>	None